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Class Specifications
for the Class:

PROGRAM SPECIALIST (AGING) III

Duties Summary:

Participates in the planning, coordinating and evaluating of programs and activities on aging; conducts fact-finding and analysis; prepares reports; and performs other duties as required.

Distinguishing Characteristics:

This class involves participation in the conduct of studies and analyses of programs on aging. A position in this class may personally be responsible for performing studies which are limited in scope and complexity and/or may assist higher level specialists in segments of major program or operational studies. Instructions on the scope and objectives of assignments are received and guidance is available when problems or difficulties arise, although the incumbent is expected to complete the assignment. Completed work is closely reviewed for quality, completeness and adherence to program guidelines.

Examples of Duties:

Selects reference sources and determines proper approval to obtain information; analyzes information; assists in the evaluation of programs and activities by identifying strengths and weaknesses and recommending improvements; serves as liaison with other agencies concerned with the aged and provides technical assistance in the development of appropriate programs and activities; assists in the study and analysis of laws, directives, guides and instructions on services to the elderly; compiles and maintains information on existing resources, activities, statistics and services provided for older persons; makes contact with the news media in promoting public understanding of the problems, needs and services provided for the aged.

Knowledge and Abilities Required:

Knowledge of: Current social and economic conditions; the characteristics, needs and interests of older persons; community organizations; research and evaluation techniques.

Ability to: Deal effectively with older persons and staff of other agencies; communicate effectively, orally and in writing, including speaking to groups and individuals in formal and informal situations; develop effective work relationships with others; prepare clear and concise reports; adhere to administration procedures and policies.

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This is the first specification for the new class PROGRAM SPECIALIST (AGING) III.

DATE APPROVED: 4/16/73

/s/David K. Luke, Jr.
for JAMES H. TAKUSHI
Director of Personnel Services